



## BUYER GATEWAY

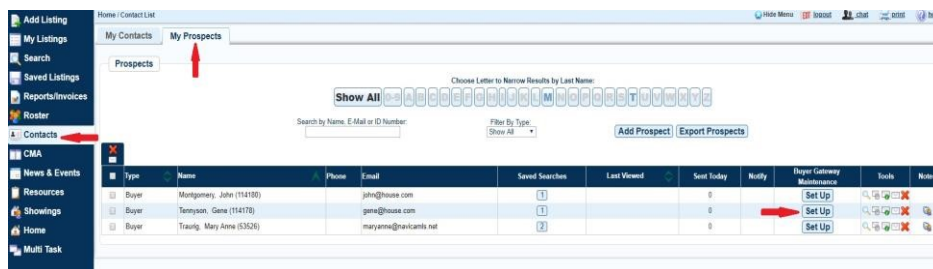
The **Buyer Gateway** allows an **Agent** to create an account for their **Customer** to **Search** the most current **Listing Data** available.

The **Buyer Gateway** allows the **Customer** to:

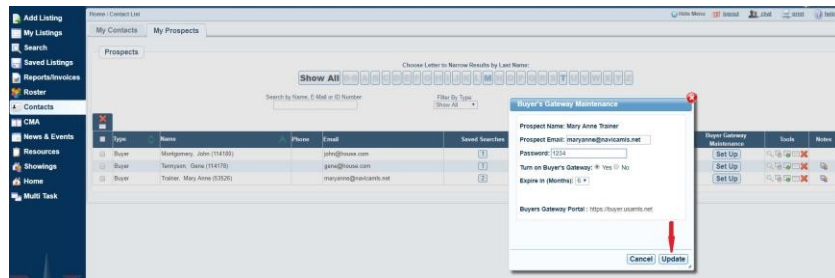
- Search **Real-Time Listings** in your **Area**
- Save **Listings** to **Favorites** to quickly review at any time
- **Save** and **Run Searches** at any time with the click of a button

To **Setup** an **Existing Customer** on the **Buyer Gateway**, follow these steps:

- Click **Contacts** on the **Navica Menu**
- Click the **My Prospects** Tab
- Go to **Buyer Gateway Maintenance** and click the **Set Up** button



- Enter a **Password**
- Turn on the **Gateway**
- Choose **Time Range** to **Expire**
- Click **Update**
- You will be prompted to **Email the Login Information** to your **Prospect**

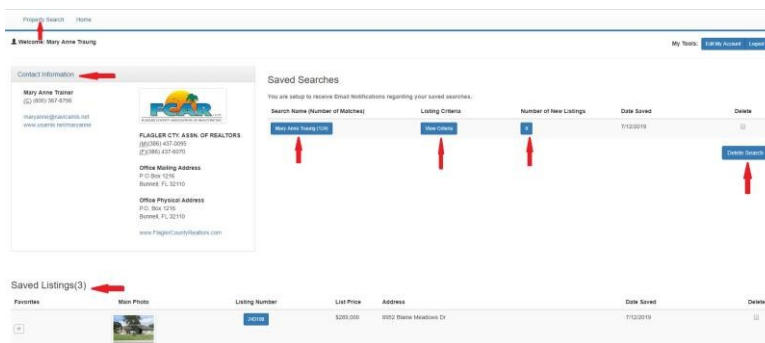


To Setup a New Customer on the Buyer Gateway, follow these steps:

- Setup your Prospect and Save the Search
- When Editing the Prospect Notification Settings click on the Buyer Gateway Tools link
- Enter a Password
- Turn on the Gateway
- Choose Time Range to Expire
- Click Update
- You will be prompted to Email the Login Information to your Prospect
- **NOTE:** For Instructions to set up a Prospect please go to Help, FAQ's, Contacts/Prospects

Once your Customer logs into the Gateway they will be able to see the following:

- Your Contact Information
- Saved Searches (including the number of matches for each search)
- Listing Criteria
- Number of New Listings
- Listings they have Saved
- Property Search Link to Create their own Searches



To **View** your **Customer's Activity** on the **Gateway**, follow these steps:

- Click **Contacts** on the **Navica Menu**
- In the **Tools** Section (to the right of their name) click on the **Saved Search Icon** (Magnifying Glass)
- View all **Saved Searches**
- View **Listings** they have **Saved** including **Listings** marked as **Favorites**
- Edit their **Gateway Tools**

The screenshot displays a web application interface for managing prospect data. On the left is a dark blue sidebar with navigation options: Add Listing, My Listings, Search, Saved Listings, Reports/Inquiries, Router, Contacts, CRM, News & Events, Resources, Showings, Home, and Multi Task. The main content area is titled 'Home - Saved Searches' and features a 'Prospect Info' section for 'Mary Anne Traug' with contact details. Below this is a 'Refresh Saved Searches' button and a table of saved searches. The table has columns for Search ID, Property Type, Search Name, Created, Modified, Results, and Tools. Two search entries are visible: one for '1348439' (Residential, \$30-\$400,000) and another for '1348439' (Residential, Mary Anne Traug). A 'Select Property Type' dropdown is set to 'Residential'. To the right, there is a 'Prospect Notification' section with links for 'Edit Settings', 'View Email Notification Log', and 'Buyer Gateway Tools'. Below that is a 'Saved Listings' section with a table of listings. A red arrow points to the 'Saved Searches' link in the top right of the main content area.

Search ID	Property Type	Search Name	Created	Modified	Results	Tools
1348439	Residential	\$30 - \$400,000	07/13/2019	07/13/2019	0	[Icons]
1348439	Residential	Mary Anne Traug	07/13/2019	07/13/2019	0	[Icons]

ML#	List Price	Street Address
247104	\$299,000	8902 Blake Meadows Dr Jacksonville FL 32257
248193	\$299,000	46 Seabreeze Park Palm Coast FL 32164
243046	\$299,000	1 Weaver Pt Palm Coast FL 32164